

# Retention and Classification Report

**Agency:** Legislature. Senate (609)

P.O. Box 145115  
320 State Capitol  
Salt Lake City, UT 84114-5115  
801-538-1035

**Records Officer** Joanna MacKay

|       |                                       |
|-------|---------------------------------------|
| 22509 | Advise and consent records            |
| 22515 | Floor debate recordings               |
| 00409 | Journals                              |
| 13378 | Publications                          |
| 20920 | Senate leadership records             |
| 23712 | Senate president original photographs |
| 24575 | Senate president records              |
| 21084 | Standing committee audio recordings   |
| 18459 | Standing committee minutes            |
| 19596 | Utah Senate pamphlets                 |
| 00428 | Working bills                         |

**AGENCY:** Legislature. Senate

**SERIES:** 22509

3

**TITLE:** Advise and consent records

**DATES:** 1983-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These files document Senate committee's advise and consent on recommendations for gubernatorial appointments. They include copies of the declaration calling a special session if necessary; letters of transmittal from the governor listing recommended appointments, and copies of the letter returned to the governor advising and consenting in the affirmative (or negative) to the appointments.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 6.

**AUTHORIZED:** 03/14/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives.

**APPRAISAL:**

Historical

These records document the decisions of the Senate on gubernatorial appointments.

**AGENCY:** Legislature. Senate

**SERIES:** 22509

**TITLE:** Advise and consent records

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 22515

3

**TITLE:** Floor debate recordings

**DATES:** 1965-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This series consists of audio recordings of the Senate floor debates. Topics discussed while the Senate meets in the Chamber are recorded; these would include discussion on proposed legislation, votes on legislation, testimony or comments on legislation, resolutions, discussion and approval of the governor's appointments, etc. Records created by governmental agencies for the purpose of proposing legislation. They contain correspondence, memoranda, research information on proposed legislation, fiscal notes, summaries, estimated cost reports, impact statements, and other information documenting the proposed legislation.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 40.

**AUTHORIZED:** 06/21/2013

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Audio cassettes: For records beginning in 1990 and continuing to the present. Retain in Office permanently.

Audograph discs: For records beginning in 1965 through 1989. Retain in Office until converted to CD-ROM and then transfer to

**AGENCY:** Legislature. Senate

**SERIES:** 22515

**TITLE:** Floor debate recordings

(continued)

State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives provided agency's need has ended.

CD-ROM: For records beginning in 1965 through 1989. Retain in Office permanently.

**APPRAISAL:**

Historical

Recordings of sessions for the Utah State Senate document the discussions, debates, and amendments for bills under consideration that may become Utah law. These recordings also can be the only source of direct or implied legislative intent.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 409

4

**TITLE:** Journals

**DATES:** i 1882-

**ARRANGEMENT:** Chronological by session with daily entries thereunder.

**DESCRIPTION:**

These journals serve as a record of the actions of the legislature during session. They constitute the published minutes of the state senate and territorial council. House and Senate journals were kept together from the time of the organization of the territory in 1851. Since 1882, the journals have been kept separately.

Daily entries cover a standard order of business. Place, date, roll, and prayer are noted before proceeding. Citizens' petitions for various actions and monetary claims are the first order.

Other communications from agencies, groups, or individuals also are recorded. Committee reports are the next order of business. These recommend passage or rejection of particular legislation.

Early reports often include detailed explanations and agency reports, but such detail is generally omitted by the 1920s.

The process of enacting legislation via bills and resolutions is the most frequent business recorded. The title is noted along with its status: which reading, whether it passed, committee referrals, amendments and motions for rewrites, etc. The contents of the bills are not recorded. Names of individuals motioning for particular actions are noted as are the names on the final vote. Messages from the opposing chamber are recorded in full. Messages from the governor report passage, veto, or objections to bills.

Senate confirmations of gubernatorial appointments also are noted. Memorial tributes, speeches, prayers, invitations to various functions, etc. may also be read into the record.

Joint session minutes are also entered. From 1896 to 1913, these included the election of U.S. Senators. The governor's opening address detailed concerns, and initially included agency reports.

Joint memorials to Congress, pleading for federal action (or inaction) were common in the 1880s.

Member lists, either as part of the initial roll, or as a separate table, appear at the start of each volume, with photos by 1975. Committee membership is also noted. Many of the volumes have the senate rules recorded toward the beginning which specify the order of business and clarify procedures.

**RETENTION:**

Retain Permanent. In Archives custody.

**AGENCY:** Legislature. Senate

**SERIES:** 409

**TITLE:** Journals

(continued)

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Records Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

These journals are the official record of the Senate's activities and provide historical documentation of its actions.

**AGENCY:** Legislature. Senate

**SERIES:** 409

**TITLE:** Journals

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Legislature. Senate

**SERIES:** 13378

3

**TITLE:** Publications

**DATES:** 1989-

**ARRANGEMENT:**

**DESCRIPTION:**

These are assorted publications from the majority leadership. They include senate publications, reports to the legislature from state agencies, Republican party publications, private publications, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 01/10/1994

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical  
Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Legislature. Senate

**SERIES:** 13378

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 20920

3

**TITLE:** Senate leadership records

**DATES:** 1953-

**ARRANGEMENT:** Chronological by year grouping thereunder alphabetical by senator's name.

**DESCRIPTION:**

These files contain records and correspondence from the Senate Leadership offices. Files contain information on pending legislation and correspondence to and from Senators serving within the Senate leadership.

**RETENTION:**

Retain until administrative need ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need end and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature. Senate

**SERIES:** 20920

**TITLE:** Senate leadership records

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 23712

3

**TITLE:** Senate president original photographs

**DATES:** 1896-

**ARRANGEMENT:** Chronological by term served

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are original 14"x18" matted photographs of former Utah Senate Presidents.

**RETENTION:**

Retain until copied.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

**AUTHORIZED:** 03/31/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Photographs: Retain in Office until copied and then transfer to State Archives.

**APPRAISAL:**

Historical

These photographs document this history of the Senate.

**AGENCY:** Legislature. Senate

**SERIES:** 23712

**TITLE:** Senate president original photographs

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 24575

3

**TITLE:** Senate president records

**DATES:** 1965-

**ARRANGEMENT:** Chronological by year grouping thereunder alphabetical by senator's name.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series contains records from the office of the Senate President. Files contain Senate President correspondence and information on various legislative issues.

**RETENTION:**

Retain until administrative need ends

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need end and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature. Senate

**SERIES:** 24575

**TITLE:** Senate president records

(continued)

**APPRAISAL:**

Administrative Historical

Disposition based on value of these records in documenting the activities, decisions and functions of the Senate President.

Value is for research purposes.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Legislature. Senate

**SERIES:** 21084

3

**TITLE:** Standing committee audio recordings

**DATES:** 1994-

**ARRANGEMENT:** Chronological by date of meeting

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are the audio recordings of all committee meetings of the Utah State Senate. The recordings are used to generate written minutes which are maintained permanently under series #18459. However, the written minutes do not contain a verbatim transcript of the meetings.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 03/1999

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Sound recordings: Retain in Office for 5 years and then transfer to State Archives.

**APPRAISAL:**

Administrative Historical

This disposition is based on historical value to researchers regarding the legislation before the Utah State Senate.

**AGENCY:** Legislature. Senate

**SERIES:** 21084

**TITLE:** Standing committee audio recordings

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (d) and (e) (2008)

**AGENCY:** Legislature. Senate

**SERIES:** 18459

3

**TITLE:** Standing committee minutes

**DATES:** 1972-

**ARRANGEMENT:** Chronological, thereunder alphabetical by committee

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These are the minutes of Senate standing committees discussing proposed and final legislation. Information includes agendas, meeting minutes, final reports, and related records.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/02/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Legislature. Senate

**SERIES:** 18459

**TITLE:** Standing committee minutes

(continued)

**APPRAISAL:**

Historical

Minutes of these standing committee meetings record decisions made and have research value as to the workings of government..

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 19596

3

**TITLE:** Utah Senate pamphlets

**DATES:** 1969-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

"The Utah Senate" is a pamphlet produced at the beginning of the session giving an introduction to the senate, its history, procedures, and current roster.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** 02/19/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Publications document agency history and functions. Publications have ongoing research value.

**AGENCY:** Legislature. Senate

**SERIES:** 19596

**TITLE:** Utah Senate pamphlets

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Legislature. Senate

**SERIES:** 428

4

**TITLE:** Working bills

**DATES:** i 1896-

**ARRANGEMENT:** Chronological by legislative session; thereunder alphanumeric by bill type and number.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This series documents the legislative process in the Senate. The series contains the working copies of Senate bills, claims (through 1925), petitions (until 1927), memorials, fiscal reports of state agencies (1897 only), and resolutions. The working copy includes the bill as introduced, any amendments made to it, and by the latter half of the 20th century, a copy of the final text for passed bills. The bill's progress through committees and votes is logged on the backing. The final, signed version of the bill is filed in the Lieutenant Governor's office (cf series 4076); However a few appear here in those cases where the bill was vetoed by the Governor, returned to the Legislature while still in session, and the Legislature failed to override the veto.

Bill, in the broad sense, refers to bills, resolutions, memorials, etc. In the narrow sense they are those documents a member of the Legislature desires to have made into a Utah law. Claims to the state were for money due an individual or group. Memorials are pleadings for federal action, usually to the U. S. Congress. Resolutions are position statements which do not have the weight of law. Petitions were initiated by citizens desiring the introduction of particular legislation.

**RETENTION:**

Retain until legislative session ends.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AGENCY:** Legislature. Senate

**SERIES:** 428

**TITLE:** Working bills

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until legislative session ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Digital image Duplicate: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical Legal

This disposition is based on the historical documentation provided for the passage (or rejection) of Utah laws.

**PRIMARY CLASSIFICATION:**

Public